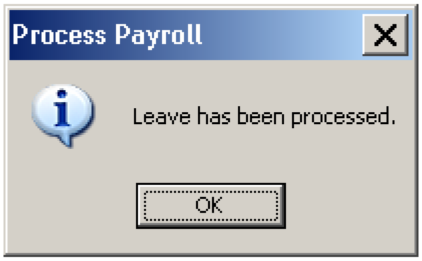
Revision Date: 1/20/2006

Maricopa County Payroll Voucher Processing
For Districts on County Server
IVEE 1.7

1) Open up Infinite Visions Enterprise Edition (IVEE) and go into the Payroll Module. In Payroll, go to Payroll Processing > Process Payroll. Select the Pay Cycle (Biweekly) and current Pay Period.

2) Go to Actions > Hours Entry. This will take you to the Timecard Entry screen. If you had previously entered Timecard hours for this Pay Period, then you may close this screen when it opens.

3) Go to Actions > Accrue Leave. This will go through all employees with accruing leave plans and generate accrued leave for this pay period. When complete it will prompt you that "Leave has been processed."

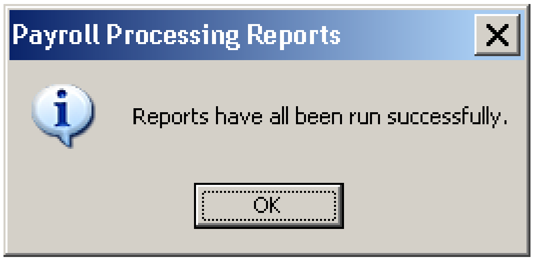


Leave has been processed.

4) Go to Actions > Calculate Employee Leave Docking. This will take you to the Leave Docking screen where you may make adjustments and post any docking for over-expended leave time. To post the leave docking records, go to Actions > Post Leave Docking. If you make changes to an Employee or leave plan after these docking records have been generated (not necessarily posted), you will have to go to Actions > Recalculate Leave Docking in order to update the docking records.

5) Go to Actions > Calculate Pay Period. This will generate payroll journals for all employees and determines what will get paid to an employee. If your DACs were not locked while doing Timecard Entry, a report of unlocked DACs will appear and you will get a message asking if you still want to calculate the pay period. Close the report viewer and click Yes to start calculating the pay period. The calculation may take awhile, so be patient. When the calculation is complete, the Activity Window on the right-hand side will show "Process: Done Computing Employees…"

6) Go to Actions > Print Pre-Payroll Reports. You can choose which reports you want to run for this pay period from the form that appears. Select the options you want, and then click Yes to print the reports. You may still print reports from Reports > Pay Period if you'd like. When reports have been completed it will prompt you that "Reports have all been run successfully."

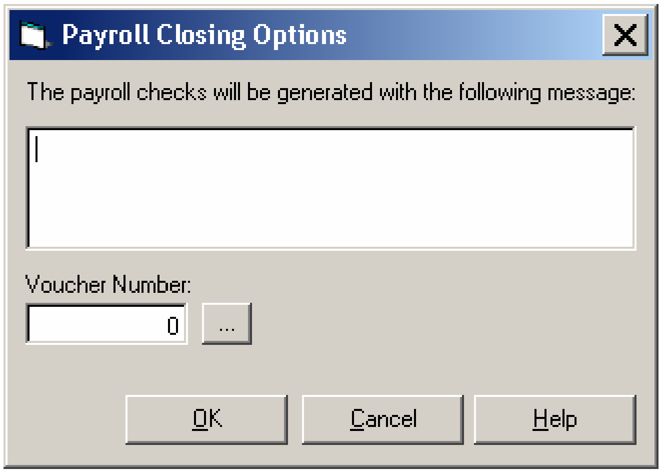


Reports have all been run successfully.

7) Go to Actions > Close Pay Period. This will lock the pay period and keep others from modifying it beyond this point. If your DACs were not locked while doing Timecard Entry, a report of unlocked DACs will appear and you will get a message asking if you still want to close the pay period. Close the report viewer and click Yes to start closing the pay period. If there is anything unusual you may get a report of "Payroll Posting Warnings". You may choose to resolve

Warnings now, or do it later, but a "Warning" type will not keep your from processing payroll. If the type says "Error", you MUST resolve the error before continuing.

A form will come up called "Payroll Closing Options". If there is a message you would like printed on all checks, you may enter it here. You may also choose the payroll voucher number (between 1 & 999) if you'd like. If you leave it at 0, IVEE will auto-assign the next voucher number available (recommended). You may hit the "..." button to the right of the Voucher Number field to view a list of Voucher Numbers that have already been used. When you click OK, IVEE will cycle through all employees and close the Pay Period for them.

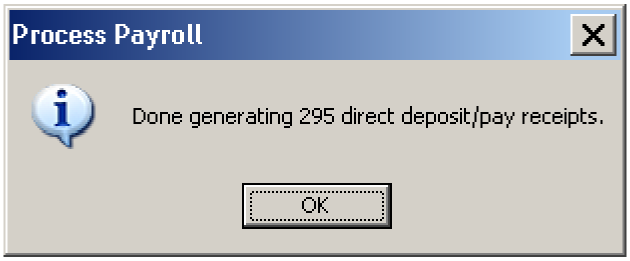

Payroll Closing Options

The payroll checks will be generated with the following message:

Voucher Number: 0

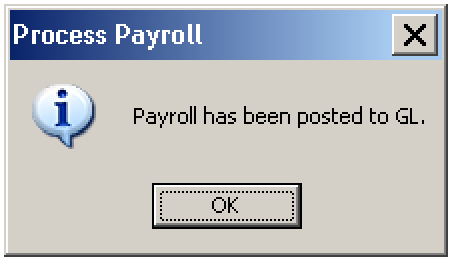
When the process is complete, the Activity Window will show "Process: Done Closing Employees... Voucher #[*whatever voucher number was chosen or generated*] has been assigned."

8) Go to Actions > Generate Direct Deposit/Pay Receipts. This will generate the Direct Deposit records for those employees that don't get a Physical Check. When generating is complete you will be prompted with a message that says "Done generating #### direct deposit/pay receipts."


Process Payroll

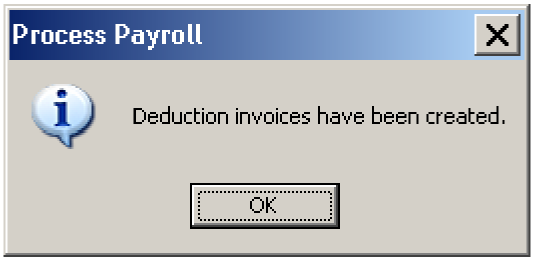
Done generating 295 direct deposit/pay receipts.

9) Go to Actions > Post to GL. This will generate Journal Entries and post them to the General Ledger. A report will print showing the Journal Entries that were made and IVEE will prompt you that "Payroll has been posted to GL." Print the report if you'd like then close the report viewer, then click OK.


Process Payroll

Payroll has been posted to GL.

10) Go to Actions > Create Deduction Invoices. This will generate the Z-batch invoices and create a deduction voucher. When the process is complete you will see a prompt that says "Deduction invoices have been created." Click OK, then exit the Process Payroll screen.



Process Payroll

Deduction invoices have been created.

11) Go to Payroll Processing > Payroll Voucher Processing. Your Z-batch voucher will show up with the voucher number that was assigned in #7 above and have a status of Pending.

   a. Open the Pending voucher to edit it
   b. The current date will default in automatically
   c. Select the invoices to process by clicking the checkbox or, go to Actions > Select All to select all pending invoices
   d. Click OK to save the selected invoices and voucher
   e. Click on the voucher to select it then go to Actions > Process.

   Note – Now the deduction voucher will have a status of "Prepped"

12) Go to Payroll Processing > AZ – Payroll ASCII Voucher File. This will create a file to load in the County GL. When payroll was processed, a voucher for employee paycheck information was automatically created by the system and then later combined with the Z-batch invoices for the deductions. The next step is to generate the "P" file that can be sent to the county for check printing.

   a. From AZ – Payroll ASCII Voucher File screen, click Add from toolbar
   b. Type in an unused County Voucher Number
   c. Select the appropriate Payroll Voucher from the drop down list
   d. There will be no Deduction Voucher to select, leave this field blank
   e. Click the OK button

13) Go to Actions > Create Reports. County Voucher Reports can now be printed to check the information added to the voucher and to balance back to other payroll reports if necessary.

   a. From AZ-Payroll ASCII Voucher File screen
   b. Click Actions and select Create Reports
   c. Put a checkmark in the County Voucher Cover Sheet box and click Okay
   d. The Report Viewer will open and display the report
   e. Print the report and fax a copy of it to Maricopa County

14) Go to Actions > Post Voucher and Create "P" file. Running this procedure posts an initial journal entry to the district General Ledger and creates a "P" file to send to the county office for check printing.

   a. From AZ-Payroll ASCII Voucher File screen, select the appropriate County Voucher
   b. Click Actions and select Post Voucher and Create "P" File
   c. The network path and file name are displayed
   d. Click Okay and the system will create the file – this may take a several minutes
   e. Click Okay when the "P" file has been created
   f. Close out of or minimize the Enterprise system

15) Now it is necessary to post the "P" file to the Maricopa County General Ledger. This process creates the check image files that the county will use to print checks and creates another "P" file to pull back to the district to complete the payroll posting process.

    a. From your Citrix Program Neighborhood, select County General Ledger (the Arizona State Flag icon).

    b. A sign on screen will display with a path pointing to a fiscal year VCGLXXX.mdb file. If the year and path are correct, click the Start button and the Main Menu will display

    c. If they are incorrect, click the ellipsis button "…" and choose the appropriate district and fiscal year by clicking the Select button. Use the Set GL button on the right side of the screen to browse for the appropriate VCGLXXXX file if it is still not right after clicking the Select button. When the path is correct, click the OK button, the system will attach tables and the Main Menu will display.

    d. Choose Payroll Warrant from the main menu

    e. Click the Payroll Voucher button

    f. Find the correct voucher "P" file and double click on it. If any accounts need to be added, the system will display a report showing you these accounts. Close the Report Viewer if this happens.

    g. Click the "Fund Balance" button and print the report. Fax this report to Maricopa County along with the voucher cover sheet report.

    h. Click the Set button. This will alphabetize the vendor records and assign check numbers for the invoices being paid. Note – these are not the actual check numbers that will print on the final check.

    i. In the bottom right corner of the screen click "Changed to Printed". This will change the print status of the checks from Not Printed to Printed without actually printing the checks out.

    j. Click the "G/L Post" button. The system will post the voucher to the County General Ledger; adding missing accounts if necessary, and then display a journal entry. It is not necessary to print the Journal Entry.

    Note – DO NOT close out of the report viewer until you receive a message that says, "Voucher Has Been Posted".

    k. Close out of the County General Ledger program

16) When you receive your checks from the County, you may now do the "post back" into IVEE. This is the last step in the posting process and should NOT BE DONE until your district have received and verified your checks. Once the "P" file is posted back to the district, both district and county ledgers will be in balance.

    a) Open the General Ledger module in IVEE and go to Utilities > AZ-County File Transfers > AZ-Post Payroll Vouchers screen, click and highlight the appropriate P" file in the grid listing. It should have a status of Not Posted.

    b) Go to Actions > Post Voucher

    c) Click Yes and the system will post the voucher and preview a journal entry. Print the journal entry and file with the rest of the payroll reports for the pay period then close the report viewer. The status of the voucher should now say Posted.

    d) Exit it out of the Enterprise System